



POSITION DESCRIPTION

FINANCE / SUPPLY OFFICER

Department:	Finance
Reports to:	Accountant
Location:	Coolah
Grade:	7

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The employee is responsible for providing effective and efficient financial services to both internal and external customers of Council. The employee performs a number of duties across the key finance functions of accounts receivable and accounts payable, as well as other finance related tasks as required.

In addition, the employee will work with the Supply team to provide a quality stores and warehousing service to Council, providing stores and supply assistance to all Departments, and ensure the physical count of all stores items are in agreement with computer tally.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Provide support and assistance across all areas of the Finance section as required.
- Assist in meeting the Finance Section's objectives as detailed within Council's Integrated Planning and Reporting program.
- Respond to customer enquiries both verbally and in writing ensuring that information provided is accurate and in accordance with Council's policies, guidelines and all other relevant legislation including the Privacy Act (or equivalent).
- Ensure the accuracy of data entered to all systems can be relied upon as true and correct and that all data is validated against set criteria.
- Carry out tasks with the aim of minimising errors, waste and inefficiency.
- Complete all related financial reconciliations and reports as required.
- Process documents, develop and maintain written procedures, prepare correspondence and minutes and prepare and maintain complex spreadsheets as required.
- Ensure store is kept in a clean and organised condition
- Maintain store security
- Prepare purchase orders
- Receive, store and issue goods and fuels daily
- Issue fuels for Council plant
- Manage stock levels and distribute supplies from stock
- Maintain stock records using manual or computerised systems
- Prepare inventories
- Find sources of supply and obtain quotes from suppliers and liaise with Coonabarabran Supply Officer to purchase in bulk and with product consistency where viable
- Coordinate purchasing, warehousing and inventory functions.
- Participate in establishing and coordinating the operating procedures for receiving, handling, storing and shipping goods.
- Count incoming stock and reconcile it with requisitions.
- Update inventory and stock location records.
- Maintain all "tools in use" records
- Maintain hazard, chemical and SDS registers
- Ensure all product information is kept up to date
- Ensure chemicals are kept in compliance with legislative and regulatory requirements including but not limited to clauses 328-391 of the WHS Regulation 2017, Code of Practice for management risks of hazardous chemicals in the workplace and the Code of Practice for labelling of workplace hazardous chemicals.
- Issue Datafuel keys; maintain Datafuel key register and maintain security of keys
- Liaise with internal and external clients promoting Council as both an efficient and professional service provider.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

ESSENTIAL REQUIREMENTS

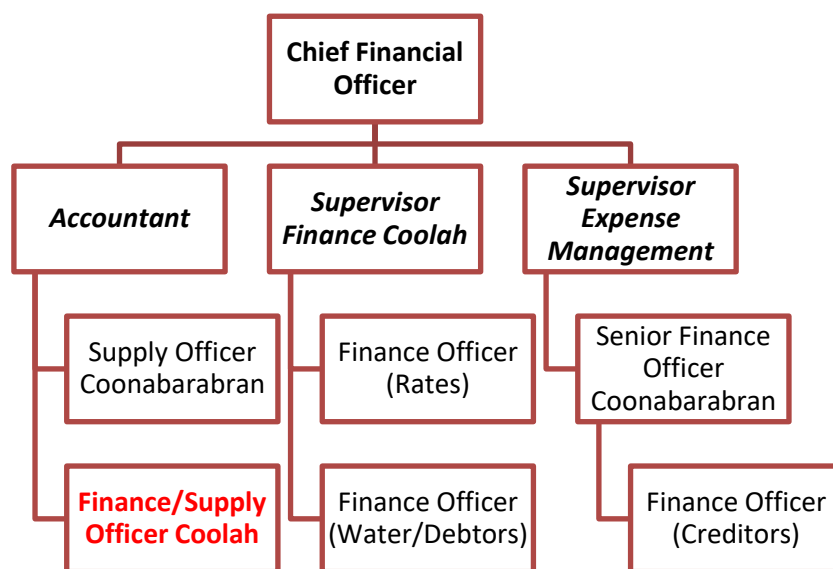
- 1 Commitment to Council's Mission, Values and Code of Conduct.
- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Certificate III in Accounting or equivalent relevant qualification and / or substantial experience in a finance role
- 4 High level accuracy in data entry / checking
- 5 Excellent written and oral communication skills
- 6 Excellent organisational and time management skills
- 7 Demonstrated ability to work under pressure and meet deadlines

- 8 Demonstrated ability to use financial software and/or purchasing software
- 9 Demonstrated initiative and ability to work autonomously
- 10 Forklift licence or able to obtain within three months of employment
- 11 Class C NSW Drivers Licence.

DESIRABLE REQUIREMENTS

- 1 Demonstrated ability to prioritise multiple tasks to achieve required outcomes
- 2 Stocktaking experience
- 3 Experience storing and handling hazardous chemicals
- 4 Minimum 2 years stores or other relevant experience
- 5 Knowledge of local government purchasing regulations and legislation
- 6 Knowledge of Chain of Responsibility requirements for purchasing officers
- 7 Certificate IV in Accounting, Procurement or other equivalent relevant qualification.





DEPARTMENT STRUCTURE



CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Relationships	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Results	Intermediate
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Resources	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> Identifies and responds quickly to customer needs Demonstrates a thorough knowledge of services provided Puts the customer and community at the heart of work activities Takes responsibility for resolving customer issues and needs

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Intermediate	<ul style="list-style-type: none">• Takes the initiative to progress own and team work tasks• Contributes to the allocation of responsibilities and resources to achieve team/project goals• Consistently delivers high quality work with minimal supervision• Consistently delivers key work outputs on time and on budget
Resources Procurement and Contracts	Intermediate	<ul style="list-style-type: none">• Helps others understand and comply with basic ordering, receipting and payment processes• Contributes to the identification of business requirements, deliverables and expectations of suppliers• Provides objective input to evaluation processes for proposals and tenders• Works with suppliers and contractors to ensure that goods and services meet time and quality requirements

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Work Health and Safety

All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

Hours of Work

This role is working Monday to Friday, 6.15am to 2.30pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Employees are entitled to four weeks annual leave and fifteen days sick leave per annum, pro-rata for part-time employees. After one year of employment female employees are entitled to nine weeks paid maternity leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Health Monitoring Requirements

This position has the following health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements.

Hepatitis A/B

Pre-employment

Blood test for immunity. Immunisation if required, followed by blood test within 12 months and further booster if recommended by medical practitioner.

Hearing***Pre-employment***

Audiometric testing within three months of commencement

Every two years

Audiometric testing

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.